

### DOI Work Activity C7: Catalog Museum Items

<b>Program Area:</b>	Cultural and Heritage
<b>End Outcome Goal:</b>	PEO 3 - Protect Cultural and Natural Heritage Resources
<b>Intermediate Outcome:</b>	This activity does not align to an intermediate outcome
<b>DOI Sub process:</b>	1a - Collect data (conduct inventories, surveys, monitoring)

**Examples/Notes:** Museum items are all items formally acquired for the museum collection (i.e. museum property)

**Work Activity Description:** Includes all costs related to cataloging museum items that have not previously been cataloged in the bureau's catalog system.

Cataloging is the action of assigning and applying a unique identifying catalog number to an object or group of objects and completing descriptive information (411 DM 1G). Cataloging is accomplished according to standardized rules established by the bureau and consistent with 411 DM. Cataloging covers such activities as identifying the item, evaluating the general condition of the item or group of items (for example, good, fair, poor) marking the item with the catalog number, completing specimen labels, documenting the item with photographs, entering the data in the bureau's automated catalog system, and submitting the records, if required, into a centralized database. For archival collections, it also includes description to appropriate levels of the hierarchy (i.e. collection, series, sub-series, file unit or item levels), and preparing a finding aid.

**Cataloging does not include re-cataloging or refining the catalog records for objects that have been previously cataloged (see DOI Work Activity 4B – Manage/Protect Museum Items) or accessioning (see DOI Work Activity 8A – Acquire and Accession Museum Items).** Cataloging does include describing newly acquired and accessioned archival items that may be accreted to an existing archival catalog record.

<b>Output:</b> Museum catalog records	<b>Unit of Measure:</b> Number of museum catalog records
<b>Inputs:</b> Labor, Travel, Equipment, Supplies and materials	<b>Cost Drivers:</b> Number and type of museum items;;

**System Interfaces:**

**DOI Program Area Contact:** Ann Hitchcock (NPS)